Uploading a Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. The creditor matrix must be in a *.txt* file format before it can be successfully uploaded. (All other file types within CM/ECF will be PDF files.)

The process of uploading a list of creditors into the CM/ECF system is illustrated below. A creditor matrix will be uploaded for each case immediately following the electronic case opening.

STEP 1   Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2   The **Bankruptcy Events** screen displays.

◆   Click the Creditor Maintenance hypertext link.

STEP 3   The **Creditor Maintenance** screen displays.

◆   Click the Upload a creditor matrix file hypertext link.

STEP 4   The **Upload a File** screen displays.

◆   Enter the case number in yy-nnnnn format.
◆   Click the **[Next]** button to continue.

STEP 5   The **Load Creditor Information** screen displays.

◆   Verify the case number displayed.

◆   If the case number is incorrect, click the **[Back]** button to re-enter the case number.

> **Note:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

◆   Type in the full path of the folder (directory) and filename where the creditor matrix file is located.

OR

◆   Use **[Browse]** to navigate to the appropriate folder and select the creditor matrix file. To do this:

◆   Click the **[Browse]** button to display the **File Upload** screen.

◆   Change **Files of type:** to *All Files (*.*).*

◆   Click in the **Look In** box, and select the appropriate drive name.

◆   Double-click on the correct folder name to open the folder.

◆   Double-click to the appropriate filename to select the matrix.

            Note: For quality assurance, with the matrix filename highlighted,
            you may right click and select **Open** on the drop down menu. This
            will allow you to view and verify the matrix file chosen as correct.

◆   Close the matrix by clicking the **"X"** in the upper right-hand corner.

◆   If changes were made, choose *Yes* when prompted "Do you want
            to save changes?"

◆   Click the **[Open]** button in the **File Upload** screen to associate
            the matrix file to the bankruptcy case.

◆   Click **[Next]** to continue.

STEP 6   The **Total Creditors Entered** screen displays.

◆   The total number of creditors shown on this screen must be the same as
            the number of creditors shown on the paper matrix which was imaged
            and included with the electronically filed petition. If the Total Creditors
            Entered amount is <u>correct</u>, click **[Submit]** to finalize the transfer of
            creditors.

◆   If the creditor total is <u>incorrect</u>, return to **Step 1** to begin again.

STEP 7   The **Creditor Receipt** screen displays.

◆   The case number and total number of creditors added to the database are
            confirmed.

STEP 8   Click the <u>Return to Creditor Maintenance Menu</u> hypertext link if you have additional
            creditor matrices to upload for other new bankruptcy filings, and repeat steps 4 -
            6 for each additional creditor matrix.

SHORT STEPS

Step 1   Click Bankruptcy
Step 2   Click Creditor Maintenance
Step 3   Enter Case Number
Step 4   Verify and Select Matrix Text File
Step 5   Verify Number of Creditors Submitted